

TOWN MANAGER'S REPORT
July 3, 2013 – August 9, 2013

➤ **Financial Report YTD 2013**

- General Funds Balance \$1,925,646; Restricted Funds Balance \$3,312,082
- General Revenue \$509,058; Budget \$626,063; 81.31% of budget
- General Expenses \$95,154; Budget \$626,061; 15.20% of budget
- Restricted Revenue \$139,137; Budget \$319,437; 43.56% of budget
- Restricted Expenses \$0; Budget \$252,713; 0% of budget
- Grants/Other Expenses \$7,335; Budget \$290,849; 2.52% of budget
- Total Assets \$5,246,613; Total Liabilities \$24,637

Notes:

- Transfer tax received in July (gross) \$31,378 – 3 MBTS homes, 1 Coventry, 4 Windhurst lots and 3 re-sales.
- Eric issued 18 building permits in July \$51,705 (report attached)

➤ **Administration**

- Eric Evans, Kyle Gulbranson and I met with the Chuck Ellison, Vice President Miller & Smith, developer for Millville by the Sea on July 30th to discuss the concept plan for PH 2C - 3 & 4. Discussed the relocation and site plan of the current propane tank for PH 1; submittal forthcoming.
- The TGM Group conducted their audit site work the week of July 15th. I have just received the draft financials to complete the Management Discussion Analysis.
- There have been several complaints from residents of The Villas at Cedar Cove regarding trash in the ponds as well as pond maintenance. I contacted Sussex Soil and Conservation District (SCD) regarding the scum in the ponds. SCD has addressed the issue and sent a letter of instruction to Mr. Louis Capano and the HOA. I also contacted the property manager for the Town Center complex to discuss the constant trash. I was informed Mr. Capano hires a full-time person to clean-up every day. I stressed to the property manager the clean-up apparently is not happening on a daily basis and she stated she would look into the matter.
- The drainage issue at The Meadows has been resolved after several months.
- As you're aware, the Town Hall has had serious drainage problems in front of the steps leading to the front of the porch for several years. The Town has tried several options to rectify the situation which have not worked. Councilmember Kent, Facilities Liaison, contacted a contractor and received a proposal of \$2800.00 to have the area properly drained. These monies were not budgeted; however, we did budget \$3000 for power washing which we have decided that would be a waste of money due to the construction site across the street. We will be using the budgeted money to resolve the drainage issue.
- An "Invitation to Bid" was placed in the Coastal Point for Bid No. 14-01, Monitored Fire & Security Alarm Systems on 7/19/2013, to be publicly opened at 2:00 p.m. 8/9/13. No bids were received. Councilmembers Kent and Gordon have agreed that we need to advertise in a much larger news media circulation. I'll inform Council when that is completed.

- Preparations for the upcoming Millville Great Pumpkin Festival are underway. More details to follow in September.

Respectfully submitted,
Deborah Botchie
Town Manager